

# INDIAN HILLS FIRE PROTECTION DISTRICT

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## BOARD MEETING MINUTES

Wednesday, October 23, 2013

*The Minutes are intended to reflect the discussions that occurred and decisions that were made by the members; they are not intended to be a transcription of the meeting.*

### **MEETING ATTENDED BY:**

***Fire Protection District Board Members:*** Paul Pettit — President; Marc Rosenberg — Secretary; Ron Walton; Scott Kellar

***Fire Department Members:*** Emery Carson — Chief; Bob Fager — EMS Captain

***Non-Members:*** Anita Fritz — Bookkeeper; Karen Nelson — Recording Secretary

***Community Members:*** Juanita Castro; Teresa de la Castro; Beth Matson; Ron Matson

***Absent:*** Kelley Lehman

### **MEETING CALLED TO ORDER AT: 19:03 Hrs.**

### **INTRODUCTIONS AND ANNOUNCEMENTS:**

Introductions were made around the table. The community members were asked if they were in attendance for any particular reason. Mr. Matson requested the floor. His request was granted.

Mr. Matson began by stating that although he had been a member of the building committee, he had not been a part of the decision to put the station bond issue on the ballot and doesn't want his name tied to that initiative. He reminded that his primary focus on the committee had been on building a substation on the south end of Indian Hills. He urged Board members to look for a different way to fund a new station if one is truly needed rather than through a bond issue. Mr. Matson expressed that the community could find ways to raise donations and also urged that the Board consider merging the Indian Hills Fire Protection District with Evergreen's District to take advantage of a bigger tax base. He requested that the Board consider this proposal further.

Discussion followed about challenges that would face Indian Hills Department members if a merger occurred, namely the fact that Evergreen has its own academy, which would necessitate Indian Hills members having to recertify through Evergreen's academy. The Board said it would consider the idea, however.

Mr. Matson also expressed concern about the numbers that had been presented as costs for renovation projects. Brief discussion followed about how those numbers had been arrived at and their accuracy.

For the benefit of educating community members, Mr. Carson provided an overview of relevant District news. He began by stating that slash collection for Indian Hills residents had begun that day, with an estimate of ten days for completion. He also stated that the Mt. Lindo radio site had been upgraded by lengthening the tower an additional 30 feet, which should result in better reception and thus better communications. In addition, Mr. Carson shared that the Department's goal is to move dispatch from Jefferson County to Evergreen. Brief conversation followed about the challenges with the current dispatching structure. Mr. Carson also informed community members in attendance that the District had received a grant for new radios.

All community members left the meeting after Mr. Carson's summary.

**MINUTES:**

Mr. Rosenberg made a *motion* to waive the reading of the September Minutes, which was seconded by Mr. Walton and passed unanimously.

Mr. Rosenberg made a *motion* to accept the September Minutes as written. Mr. Kellar seconded the motion, which passed unanimously.

**EXECUTIVE SESSION:**

Mr. Rosenberg made a *motion* to call an Executive Session at 19:50 per CRS § 24-6-402(4)(f) to discuss personnel issues. Mr. Kellar seconded the motion, which passed unanimously. All meeting attendees left the room with the exception of the Board members and Ms. Fritz. Recording commenced using the District's recorder.

Mr. Rosenberg made a *motion* to adjourn the Executive Session at 19:56. Mr. Kellar seconded the motion, which passed unanimously.

**TREASURER'S REPORT:**

Discussion began with a lengthy conversation about the news regarding the former chief of Inter-Canyon Fire Protection District being indicted for embezzling District funds. Ms. Fritz proposed that Indian Hills look for ways to institute financial policies that would provide protection from any similar behavior. Ideas discussed included Board members staying more informed about financial matters and having a strict dual-control policy for any expenditures or use of District funds. After extensive conversation, it was agreed that Ms. Fritz would draft financial policies for Board members to review.

As an aside, Ms. Fritz requested permission to change personal bankers. All board members agreed.

***Financial Reports***

Discussion began with the cover page of the financial report. Ms. Fritz stated that she would add the amount of outstanding lease balances (committed funds) to the Balance Sheet

portion of the cover page to provide a more accurate picture of the District's financial position.

Conversation moved to the Profit Loss Budget Performance spreadsheet. It was noted that District income is pretty much maxed out for the year.

Regarding account #5710 (Legal Fees), it was agreed that the Board needs to meet with Mr. Toussaint to discuss legal fees and invoice confusion. Board members concurred that they would hold a study session prior to meeting with Mr. Toussaint to discuss the topic in more depth and look into legal history.

Conversation moved to account #6040 (Rescue Equipment). It was noted that expenses allocated to that account include a medicine vault and stair chair that will be reimbursed at 50% via a grant. Also discussed was the need to move such items into an account that can be capitalized rather than expensed.

Discussion turned to Checks. Regarding check #12168 to Municipal Emergency Services for \$421 for repairing the hydraulic spreaders, it was noted that new equipment would have cost the District some \$6,000. Also discussed was check #12171 to Robert Fager for \$1,960 to reimburse him for EMSAC conference fees. Ms. Fritz requested that such expenses be charged on a District credit card in the future so that if anyone cancels their attendance, the funds would be refunded directly to the District.

Ms. Fritz announced that she had an additional check to write:

- #12177 for \$12,076 to Tribbett Agency for Fire Pac policy renewal

Regarding credit card expenses, Mr. Carson clarified that the charge to Godin for \$139.50 was for ten minotaur batteries and should be coded to Communications Supplies (account #6405). Also clarified was a CBI charge for \$6.85 for a background check on probationary member Mr. Hall.

Mr. Kellar made a *motion* to approve checks #12159-12177, plus automated payments, credit card expenses, and bank fees. Mr. Walton seconded the motion, which passed unanimously.

### ***Mileage Reimbursement Policy***

Discussion occurred on the need for a District mileage reimbursement policy. It was agreed that the Board needs to review a memo received last spring from Ms. Nemer and make a determination at the next Board meeting.

Mr. Kellar made a *motion* as an exception to the policy to reimburse not more than two members driving to the EMSAC conference at the standard IRS rate of \$0.565 per mile. Mr. Rosenberg seconded the motion, which passed unanimously.

### ***2014 Budget***

Ms. Fritz presented Board members with a draft of the 2014 budget. Board members reviewed the proposed budget line by line and, after discussion, made changes to the following accounts:

- Election Expense (#5310) – Increased to \$12,000
- Salaries Expense – Chief (#5410) – Decreased to \$42,000 per the Chief's request
- Wildland Training (#6085) – Increased to \$1,500
- Radio Replacement (#6415) – Decreased to \$0
- Grant Matching Funds (#6700) – Increased to \$15,000

Also changed in the proposed budget were the names of two accounts to make them more accurate (account #6810 – Annex Lease and account #6910 – Annex Lease).

Ms. Fritz noted that the District is over budget for 2014. Discussion followed about how a long-term plan is needed to get ahead financially. Conversation also occurred about how much money is required in the reserves account. Ms. Fritz said only 3% is mandatory.

**DEPARTMENT/OFFICERS' REPORTS:**

***Fire Marshal — Randy Rudloff***

Not present. No report submitted.

***Chief — Emery Carson***

A report was distributed and various items were discussed. Mr. Carson began by stating that he had recently attended a meeting with the Jefferson County Emergency Communications Authority to discuss funding to move dispatch to Evergreen. He then shared that he had finally received the paperwork from Jefferson County School District for the minor lot line adjustment.

Slash collection began today, Mr. Carson stated. He warned that the project would be over budget and said that he would stay in touch with Board members throughout the process to let them know how the project was progressing.

Regarding ambulance collections, Mr. Carson said that \$25,157.64 has been collected through the end of September.

Mr. Carson concluded his report by summarizing the calls for the month, which total 14 to date.

***Assistant Chief — Marc Rosenberg***

Present; no report submitted.

***Fire Captain — Scott Case***

Not present; no report submitted.

***EMS Captain — Bob Fager***

Present; no report submitted.

**OLD BUSINESS:**

***Fire Trucks Plus Lawsuit***

Mr. Pettit said that he had spoken with two attorneys in California as well as the office of another. He explained that only one of the two attorneys does both domestication as well as collections. After speaking with that attorney (Mr. Guerrini), Mr. Pettit expressed that he was impressed and had discovered that the attorney works on a flat 20% contingency rate and has done a lot of work for government entities. Mr. Pettit proposed that the Board meet at noon the following day to have a conference call with Mr. Guerrini and possibly hire him.

Mr. Rosenberg made a *motion* to hire attorney John Guerrini to take on the Fire Trucks Plus lawsuit at a 20% contingency rate plus filing fees pending a successful interview with Board members. Mr. Kellar seconded the motion, which passed unanimously.

### ***Legal Study Session***

Board members agreed that they would have a study session on Monday, October 28 at 6 pm to review both present legal bills as well as ones reviewed from Ms. Nemer in the past. Then either a Special Meeting could be scheduled or Mr. Toussaint could be invited to the regular Board meeting to discuss the issue further. In the interim, Board members agreed to hold check #12174 to Toussaint, Nemer & Coaty until further notice.

### **ADJOURNED AT: 22:01**

There being no more business to discuss, Mr. Rosenberg made a *motion* to adjourn the meeting, which was seconded by Mr. Kellar and passed unanimously.

*President:*

*Secretary:*

### **MOTIONS MADE AND PASSED:**

- To waive the reading of the September Minutes. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*
- To accept the September Minutes as written. *Motion made by Mr. Rosenberg; seconded by Mr. Kellar; unanimous.*
- To call an Executive Session at 19:50 per CRS § 24-6-402(4)(f) to discuss personnel issues. *Motion made by Mr. Rosenberg; seconded by Mr. Kellar; unanimous.*
- To adjourn the Executive Session at 19:56. *Motion made by Mr. Rosenberg; seconded by Mr. Kellar; unanimous.*
- To approve checks #12159-12177, plus automated payments, credit card expenses, and bank fees *Motion made by Mr. Kellar; seconded by Mr. Walton; unanimous.*
- As an exemption to the policy, to reimburse not more than two members driving to the EMSAC conference at the standard IRS rate of \$0.565 per mile *Motion made by Mr. Kellar; seconded by Mr. Rosenberg; unanimous.*
- To hire attorney John Guerrini to take on the Fire Trucks Plus lawsuit at a 20% contingency rate plus filing fees pending a successful interview with Board members. *Motion made by Mr. Rosenberg; seconded by Mr. Kellar; unanimous.*

- To adjourn the meeting. *Motion made by Mr. Rosenberg; seconded by Mr. Kellar; unanimous.*